



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Assistant Treasury Program Officer
Associate Treasury Program Officer

TENURE: Permanent

TIME BASE: Full-Time

SALARY: \$3418 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

POSITION:

Under the general supervision of the Treasury Program Manager II, [Bank Reconciliation Section](#), the incumbent exercises independent judgment in the analysis, accountability, reconciliation, and discrepancy resolution of the State's Demand Deposit Accounts as set forth in the Government Code and State Administrative Manual. Also serves as liaison between the Centralized Treasury System banks and state agencies.

DUTIES:

Reconciles the State of California's Demand Deposit Accounts with the authorized banks in the Centralized Treasury System; analyzes data to ensure that the State of California receives timely and accurate credit for all deposits and electronic transfers; researches, analyzes and corresponds with depository banks and state agencies to resolve discrepancies; authorizes adjustments and corrections to bank and agency accounts; balances daily bank statement data to the Treasury system accounting data; responsible for ensuring data is properly entered into the Bank Reconciliation System; generates the daily Cash Accountability Report and periodic reports to Cash Management for use in determining compensating balances for the Demand Depositor Banks; reconciles the daily batch processing and initiates correcting entries; escheats checks that are outstanding over two years and remits them to the Special Deposit Fund - Unclaimed Property.

Acts as State Treasurer's Office Electronic Funds Transfer (EFT) Coordinator; administers the EFT contract; acts as liaison between the participating EFT agencies and contract holders; coordinates and disseminates information between the participating agencies and contract holder; amend EFT contract as necessary; facilitate EFT meetings to discuss contract issues, changes or disputes; disseminates information on new technology available for the electronic transfer of funds; makes recommendations to management regarding the EFT Program.

Analyzes policies, procedures, system applications and programs utilized in the bank reconciliation process in order to make recommendations for improvements to the bank reconciliation program; works on yearly projects as well as on-going projects to streamline bank reconciliation processes.

Confers and negotiates with authorized banks and state agencies in the Centralized Treasury System to establish and modify policies and procedures for new or existing programs affecting the Demand Deposit Accounts; provides alternatives and makes recommendations to management regarding the implementation of new programs.

Performs as liaison between the Information Services Section with regard to Federal Deposit System as well as other system applications utilized by the section; analyzes system programs to obtain maximum utilization of resources; initiates requests for system enhancements and modifications.

DESIRABLE QUALIFICATIONS:

- Ability to work closely with others
- Computer skills
- Good work habits, attendance and attitude
- Good written/verbal communication skills
- Experience with desktop tools such as, Microsoft Word, Access and Excel
- Ability to concurrently handle multiple projects.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Assistant/Associate Treasury Program Officer or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "340-4223-002" next to the classification on your application/resume, i.e., Assoc. Treasury Program Officer (340-4223-002).

FINAL FILING DATE:

Applications will be accepted **until filled**. Only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.